

WATERFORD TOWNSHIP BOARD OF EDUCATION



BOARD MEETING MINUTES

DECEMBER 21, 2016

I. MEETING CALLED TO ORDER – 6:00 p.m.

A. FLAG SALUTE

B. ROLL CALL

Members Present: Terri Chiddenton, Fran DiRocco, Carol Friant, Dan Hoover, Kim Hurley, Roseanna Iles, Eva Suriani, Robert Walsh, Maria Yeatman

Members Absent: None

Others Present: Daniel J. Fox, School Business Administrator/Board Secretary; John Wade, Solicitor

C. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Kim Hurley, seconded by Eva Suriani and carried by unanimous consent to approve emergency items to be added to the agenda – One addendum (Closed Session; Education & Public Relations – Program; Education & Public Relations – Pupils; Business – Operations; Personnel – Teaching Staff Members)

D. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Roseanna Iles, seconded by Maria Yeatman and carried by unanimous consent to adjourn to closed session, 6:06 p.m.

E. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Fran DiRocco, seconded by Carol Friant and carried by unanimous consent to return to open session, 7:30 p.m.

F. MISSION STATEMENT

Roseanna Iles read the Board's Mission Statement.

STUDENTS OF THE FIRST MARKING PERIOD

The district principals presented certificates for "Student of the Marking Period" to the following: Atco Elementary School – *Christopher Orcutt*, 1st grade, Ms. Chiodi; Thomas Richards School – *Mia Alonso*, 2nd grade, Mrs. Handzus; *Megan Baines*, 3rd grade, Mrs. Schaller; Waterford Elementary School – *Kole Bagnell*, 4th grade, Mrs. Stephan; *Brooke Lanutti*, 5th grade, Mrs. Tonrey; *Kamryn Bagnell*, 6th grade, Mrs. Cicatiello.

EMPLOYEE OF THE QUARTER

James Weaver presented a certificate for "Employee of the Quarter" to Jeffrey Boehm, Custodian at the Waterford Elementary School.

II. PRESENTATION – PLAQUES TO RETIRING BOARD MEMBERS

Terri Chiddenton presented plaques to the retiring board members: Fran DiRocco, Carol Friant and Eva Suriani.

III. RESOLUTION COMMENDING THE WATERFORD TOWNSHIP POLICE DEPARTMENT

Terri Chiddenton read the Resolution commending the Waterford Township Police Department.

IV. PRESENTATION – CONSOLIDATED ANNUAL FINANCIAL REPORT AND AUDITORS’ MANAGEMENT REPORT

Scott Barron from Bowman & Company gave a presentation on the Consolidated Annual Financial Report and Auditors’ Management Report for the district.

V. PRESENTATION – GO MATH!

Julie Lyons, Jill O’Donnell (K-3) and Dana Tonrey (4-5) gave presentations on the GO MATH Program.

VI. SUPERINTENDENT’S REPORT

1. Action Item(s)

A motion was made by Roseanna Iles, seconded by Kim Hurley and carried by unanimous consent to approve the following:

a. Harassment, Intimidation and Bullying (HIB) Report as presented by the superintendent.

b. The Fire/Security Drill Log as follows:

Date	School	Time	Type of Drill	Number of Students	Number of Staff
11/3/16	Atco	9:44 a.m.	Fire	202	53
11/14/16	TR	10:00 a.m.	Fire	210	50
11/21/16	Atco	10:06 a.m.	Shelter-in-Place	203	54
11/21/16	TR	11:40 a.m.	Lockdown	242	50
11/30/16	WES	2:26 p.m.	Fire	325	87

VII. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Roseanna Iles, seconded by Kim Hurley and carried by unanimous consent to approve opening the meeting to the public. The following people addressed the board at this time:

Dali Kilpatrick – Protocol for the new board.

Erin Ellis – Amount spent on Affirmative Action.

VIII. MOTION TO CLOSE THE MEETING TO THE PUBLIC. A motion was made by Kim Hurley, seconded by Dan Hoover and carried by unanimous consent to approve closing the meeting to the public.

IX. MINUTES

A motion was made by Carol Friant, seconded by Maria Yeatman and carried by unanimous consent (Robert Walsh abstained on the Closed Session and Work Session minutes of November 9, 2016) to approve the following:

1. Closed Session – as redacted - November 9, 2016
2. Work Session - November 9, 2016
3. Closed Session – as redacted - November 16, 2016
4. Board Meeting - November 16, 2016

X. COMMITTEE REPORTS

A. EDUCATION & PUBLIC RELATIONS

1. PROGRAM (2000)

a. Action Item(s)

A motion was made by Kim Hurley, seconded by Robert Walsh and carried by unanimous consent to approve the following:

- (1) A field trip for Grade six Gifted and Talented students to attend a Broadway play in New York City on April 26, 2017 to enhance and explore students' awareness of fine performing arts as it relates to literature. Students will depart school at 8:30 a.m. and return to Waterford Elementary School at approximately 9:00 p.m. The Home & School Association will pay for transportation and dinner; the district will pay for admission, \$2,714.50.
- (2) A field trip for Project Happiness on December 22, 2016 for Waterford Elementary School students so they can deliver food around Waterford to understand that the elderly in our community are important. They learn the reward of giving to others. Students will depart the Waterford Elementary School around 3:15 p.m. with an estimated return time of 5:00 p.m.
- (3) The LIFE Program date of May 19, 2017.
- (4) A lease purchase agreement with Republic Bank to provide GO MATH! instructional materials for Kindergarten through Grade 5, to be implemented in the 2017/2018 school year. Total principal and interest will be \$72,792.

2. PUPILS (5000)

a. Action Item(s)

A motion was made by Fran DiRocco, seconded by Roseanna Iles and carried by unanimous consent to approve the following:

- (1) A Tuition Contract Agreement with the Haddon Heights Board of Education to educate homeless student A.H. at a tentative tuition charge of \$8,740 from September 7, 2016 through June 30, 2017.
- (2) A Tuition Contract Agreement with the Deptford Township Board of Education to educate homeless student H.G. at a tentative tuition charge of \$13,005 per year, \$71.85 per day, from September 6, 2016 through June 13, 2017.
- (3) The following fundraisers for the Waterford Township Home & School Association:
 - 1/9/17 - Joe Corbi sent out
 - 1/9/17 - Yearbook information goes out (Multiple flyers for this)
 - 1/13/17 - Fun Night
 - 1/19/17 - Joe Corbi Due
 - 1/20/17 - Kiss a Pig Voting Flyers go out
 - 2/9/17 - Candy Bar Bingo/Kiss a Pig/Corbi Pickup
 - 2/17/17 - Fun Night
 - 2/27/17 - Book Fair Family Night
 - 2/27-3/3/17 - Book Fair at all three schools
 - 3/2/17 - Gertrude Hawk goes out
 - 3/10/17 - Fun Night
 - 3/16/17 - Gertrude Hawk due
 - 3/21/17 - Color Run Kick Off in all three schools

- 3/30/17 - Morey's Pier starts
- 4/7/17 - Fun Night
- 4/20/17 - Morey's ends
- 5/12/17 - Dance
- 5/20/17 - Color Run

3. COMMUNITY (9000)

a. Action Item(s)

A motion was made by Terri Chiddenton, seconded by Kim Hurley and carried by unanimous consent to approve the following:

- (1) Facility Use by Waterford Township on January 2, 2017 from 2:00 p.m. to 5:00 p.m. to hold their Reorganization Meeting at the Waterford Elementary School in the cafetorium.

B. BUSINESS

1. FINANCE (6000)

a. Action Item(s)

A motion was made by Carol Friant, seconded by Fran DiRocco and carried by unanimous roll call vote to approve the following:

- (1) Expense Account Adjustment Analysis (Account transfers) as attached.
- (2) Payment of Bills and Claims as attached.

• December Bill List	\$ 39,305.80
• December Bill List - #2	\$ 1,896,855.06
• Health Benefits	<u>148,599.69</u>
Total	\$ 2,045,454.75
• Nutri-Serve	\$ 29,430.11
• Emergency Checks	\$ 134,907.71
	<u>12,000.00</u>
	\$ 146,907.71

- (3) Investment Report as attached.
- (4) Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9 for the month of October, 2016, as attached. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
- (5) Report of the Board Secretary in accordance with 18A:17-36 and 18A:17-9 for the month of October, 2016 as attached.
- (6) Student Activity Fund General Ledger as attached.
- (7) Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Waterford Township Board of Education certifies that as of October 31, 2016 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account of fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- (8) Nutri-Serve Food Management/Waterford Township School District Financial Statement for the month of October, 2016 as attached.
- (9) An amendment and/or revision to the FY2017 ESEA-NCLB Consolidated Grant Application for Waterford Township to reallocate FY2016 carryover money as follows:
 - Title I, Part A - \$12,144.00
 - Title II, Part A - 719.00
- (10) To accept a grant in the amount of \$4,000 from the Waterford Township Home & School Association to be used for the Student Spaceflight Experiments Program.
- (11) To accept mini grants in the amount of \$3,400 from the Waterford Township Women's Club to be used for twelve individual teacher projects.
- (12) To accept the Consolidated Annual Financial Report and Auditor's Management Report and acknowledge that the recommendation has been read and a synopsis was available to the public.
- (13) To approve the Corrective Action Plan regarding the Auditor's Management Report as attached.

2. PROPERTY (7000)

a. Action Item(s)

A motion was made by Robert Walsh, seconded by Roseanna Iles and carried by unanimous consent to approve the following:

- (1) A Participation Agreement for Cooperative Purchasing of Telecommunication Services as attached.

3. OPERATIONS (8000)

a. Action Item(s)

A motion was made by Carol Friant, seconded by Roseanna Iles and carried by unanimous consent to approve the following:

- (1) A 2016/2017 Joint Transportation Agreement with the Hammonton Board of Education to provide one (1) bus and driver from November 29, 2016 through June 30, 2017 at a cost of \$28,575.50.

C. PERSONNEL

1. ADMINISTRATION (1000)

a. Action Item(s)

A motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous roll call vote to approve Items #1-5. A second motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous consent to table Item #3. The following items were then voted on as follows:

Items #1, #4 and #5 – Approved by unanimous roll call vote.

Item #2 – Not approved by a 5 “No,” 4 “Yes” roll call vote [Voting “No”: Terri Chiddenton, Carol Friant, Dan Hoover, Kim Hurley, Eva Suriani; Voting “Yes”: Fran DiRocco, Roseanna Iles, Robert Walsh, Maria Yeatman]

- (1) Motion to approve Brenda Harring-Marro, Patrick Davidson, Julie Lyons and Rich Czyz to attend the Future Ready Summit in Newark, NJ on January 11-12, 2017 at no cost to the board. This is part 2 of training that started last year.
- (4) John Lavell to attend Section 504 in New Jersey: An Updated Guide to Identifying & Planning for Students with Disabilities in the Schools, Mt. Laurel, NJ on February 10, 2017. PO #17-0897. See attached.
- (5) Tuition Reimbursement for Julie Lyons, Supervisor of Curriculum & Instruction, to take NJ EXCEL’s “Model #4” program for NJ School Administration Certification (150-hour internship). The cost of this 12 month program is \$3,150 plus \$65 in books. Mrs. Lyons is seeking tuition reimbursement in the amount of \$3,000 per contract. (Rationale: As a central office administrator, this intensive field-based experience will enable me to receive mentoring and professional development to enhance my skills in a district-level position. Because the coursework is completely job-embedded and related to my current responsibilities as a supervisor, I hope to apply what I learn so that I can continue to make meaningful contributions and improvements to Waterford Township’s Curriculum & Instruction.)

2. TEACHING STAFF MEMBERS (3000)

a. Action Item(s)

A motion was made by Eva Suriani, seconded by Kim Hurley and carried by a 6 “Yes,” 3 “No” roll call vote [Voting “Yes”: Terri Chiddenton, Carol Friant, Dan Hoover, Kim Hurley, Eva Suriani, Maria Yeatman; Voting “No”: Fran DiRocco, Roseanna Iles, Robert Walsh] to table Item #1.

A motion was made by Dan Hoover, seconded by Kim Hurley and carried by unanimous roll call vote to approve the following:

- (2) The following instructional substitutes for the remainder of the 2016/2017 school year pending completion of the necessary paperwork:
 - Kirsten Dillman
 - Michael Gibbins
 - Christine Leach
 - Cheryl Re
- (3) The following nurse substitute for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork: Kami Hall.
- (4) Up to two (2) additional teachers for the Title I After School Supplemental Tutoring Program due to a high number of eligible students in grades 5 and 6. Additional teacher or teachers will be added if registered students exceed 12 per class. Stipends will be prorated and budgeted into the FY2017 ESEA-NCLB Grant from prior year carryover funds.
- (5) A resolution approving an Intermittent Family and Medical Leave for Employee #4392 retroactive to November 29, 2016, as attached.
- (6) Accepting, with regret, the resignation of Dawn Alter, Nurse at the Waterford Elementary School, effective February 10, 2017. [UPC: NRS-SS-06-01]

3. SUPPORT STAFF MEMBERS (4000)

a. Action Item(s)

A motion was made by Roseanna Iles, seconded by Robert Walsh and carried by unanimous roll call vote to approve the following:

- (1) A resolution approving a Leave of Absence for Employee #4536 effective January 16, 2017.
- (2) The following instructional aide substitutes for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork:
 - Judy Chaple
 - Michael Gibbins
 - Judy DeAntonellis
 - Christina Leach
- (3) The following non-instructional aide substitute for the remainder of the 2016/2017 school year, pending completion of the necessary paperwork: Christina Leach.
- (4) The revised job description for Instructional Aide as attached.
- (5) Christine Whitener for employment as an Instructional Aide at the Atco Elementary School effective January 3, 2017. Salary: Step 4 of the Instructional Aides' Salary Guide, \$10.56 per hour, 5.5 hours per day, 185 days per year. This is pending completion of the fingerprinting process with the state approved agency and medical clearance. [UPC: AID-SS-EX-02]
- (6) To correct the contract of Loreen Dico to indicate Step 22 of the Non-Instructional Aides' Salary Guide, \$15.61 per hour, 2.5 hours per day, \$7,023 per year, effective September 1, 2016.

D. POLICY COMMITTEE

1. Action Item(s)

A motion was made by Kim Hurley, seconded by Carol Friant and carried by unanimous consent to approve the following:

- a. The following new/revised policy as attached (second reading):
 - Policy #7422 – School Integrated Pest Management Plan
- b. The following new/revised policy as attached (first reading):
 - Policy #5850 – Social Events and Class Trips

E. BYLAWS (0000)

1. Action Item(s) – No action at this time.

F. TECHNOLOGY

1. Action Item(s) – No action at this time.

G. BUDGET

1. Action Item(s) – No action at this time.

H. REPORTS

1. Legislation – No report at this time.
2. Camden County School Boards Association – Maria Yeatman gave an oral report.
3. New Jersey School Boards Association – Terri Chiddenton gave an oral report.
4. Camden County Educational Services Commission – No report at this time.
5. Hammonton – Terri Chiddenton gave an oral report.
6. Board President – Terri Chiddenton gave an oral report.

XI. OLD BUSINESS

- A. Action Item[s] – No action at this time.

XII. NEW BUSINESS

- A. Action Item[s] – No action at this time.

XIII. MOTION TO OPEN THE MEETING TO THE PUBLIC. A motion was made by Dan Hoover, seconded by Roseanna Iles and carried by unanimous consent to approve opening the meeting to the public. The following people addressed the board at this time:

Christine Iulucci – Wonderful program; Mrs. Bowden & others - wonderful teachers; Transportation Office – Good at addressing concerns; Student almost hit on Cooper Road.

Daryl Eckert – How is the LIFE Program advertised to preschool children?

Dali Kilpatrick – Difficult year; Article: Healthy Workplace Policy; Code of Ethics.

Christine Iulucci – GO MATH! Send something home for summer.

Melissa Schmidt – Honor Roll assembly; How are parents informed of honor roll?

Daryl Eckert – Re: Mr. Eitner – Can new board take action?

Al Pangia – Looking forward to working with everyone.

Cathy Fitzgerald – Communication.

Joann Tedesco – Re: Mr. Eitner.

Erin Ellis – Bomb Threat – Happy with system, unhappy with communication.

XIV. MOTION TO CLOSE THE MEETING TO THE PUBLIC. A motion was made by Roseanna Iles, seconded by Carol Friant and carried by unanimous consent to close the meeting to the public.

XIV-A. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION. A motion was made by Kim Hurley, seconded by Maria Yeatman and carried by unanimous roll call vote to approve returning to closed session.

XIV-B. MOTION TO APPROVE THE RETURN TO OPEN SESSION. A motion was made by Carol Friant, seconded by Dan Hoover and carried by unanimous consent to return to open session.

A motion was made by Dan Hoover, seconded by Kim Hurley and carried by unanimous roll call vote to approve Item #1 under Teaching Staff Members with the exclusion of Mr. Pappas.

A motion was made by Kim Hurley, seconded by Fran DiRocco and carried by unanimous roll call vote to approve the following:

Motion to be made to extend a leave of absence for Jason Eitner to February 28, 2017.

- XIV-C. MOTION TO OPEN THE MEETING TO THE PUBLIC.** A motion was made by Dan Hoover, seconded by Maria Yeatman and carried by unanimous consent to open the meeting to the public. The following person addressed the board at this time:

Dali Kilpatrick – Why another leave of absence?

- XIV-D. MOTION TO CLOSE THE MEETING TO THE PUBLIC.** A motion was made by Maria Yeatman, seconded by Roseanna Iles and carried by unanimous consent to approve closing the meeting to the public.

XV. MEETING ADJOURNED

A motion was made by Carol Friant, seconded by Kim Hurley and carried by unanimous consent to adjourn, 9:15 p.m.

Daniel J. Fox
School Business Administrator/Board Secretary

DJF:tt
BMin12.2116